CITY OF TROUTDALE

PHONE (503) 665-5175 | www.troutdale.info

Sign Permit

FORM S

SIGN INFORMATION

Please select the type of sign(s) you are applying for and fill out the corresponding information.

Permanent Signs		# Signs	Illuminated (1)	Weight (2)	Dimensions	
❑ Wall	a sign attached to/painted on a bldg. *(up to 10% of a façade)*		❑ yes ❑ no	lb	façade area:	sq ft
					sign area:	sq ft
❑ Awning	lettering/logos on awning *(up to 10% of awning area)*		not applicable	not applicable	awning area:	sq ft
					sign area:	sq ft
❑ Freestanding	a sign on a support structure unattached to a building		❑ yes ❑ no	lb	sign area:	sq ft
					height (3):	ft
❑ Freeway	a tall sign within 800 ft south / 1,000 ft north of I-84 median		❑ yes ❑ no	lb	sign area:	sq ft
					height (3):	ft
❑ Monument	a sign set on the ground at the entrance to a subdivision		❑ yes ❑ no	lb	sign area:	sq ft
					height (3):	ft
❑ Other			❑ yes ❑ no	lb		

Temporary Signs		# Signs	Restrictions	
❑ Portable	a sign that is easily movable and is not affixed to ground		may be displayed during open hours	must be stowed away when closed
❑ Sales Event	for non-residential sales events (banner or freestanding)		up to 60 days over a 12 month period	must be located on the property
❑ Other			must be located on the property	

Notes

(1) If a sign is to be illuminated, an electrical permit may be required

(2) If the weight of a sign exceeds 20 pounds, a building permit is required

(3) Height is defined as the vertical distance from grade to the highest point of the sign or sign structure

SUBMITTAL

Checklist

- ❑ *Land Use Cover Sheet*
- ❑ two (2) sets of plans
- ❑ additional Info *(listed below)*
- ❑
- ❑
- ❑
- ❑
- ❑

Review Fee *(based on Total Value)*

Total Value of All Signs: Application Fee:

under $2,500 = $40; $2,500-$5,000 = $75; $5,001-$100,000 = $150; over $100,000 = $300

Applicant Certification

I have completed this form to the best of my knowledge and hereby authorize the City of Troutdale ("City") to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

Signature: Date:

OFFICE USE	File Number:	Fee Paid:	Receipt #
	Notes:		Updated: 12/2015